

STATE OF IOWA
Department of Education
Bureau of Food and Nutrition
Des Moines, IA 50319

COMMODITY NON-DELIVERY DATES

This form must be completed by ALL facilities before Friday, August 15, 2003.

INSTRUCTIONS: Please complete each section completely. NOTE: Deliveries are made during inclement weather in most cases, unless notified otherwise.

Fax or mail form to: **KECK, Inc.** Telephone Number: **(515) 244-5646**
Attn: Jenni Arnold FAX Number: **(515) 244-5252**
320 SW 9th Street
Des Moines, IA 50309

SECTION A: School Information

County/Agreement #: _____
School: _____ City: _____
Authorized Representative: _____ Title: _____
Telephone Number: _____
FAX Number: _____
E-Mail Address: _____

SECTION B: Non-Delivery Dates

Provide all dates your school has scheduled for In-Services, breaks and/or special events that would interfere with commodity delivery.
(Please remember to include Thanksgiving, Christmas, Spring Breaks)

If NO BREAKS are scheduled, please check here: _____

AUGUST	SEPTEMBER
OCTOBER	NOVEMBER
DECEMBER	JANUARY
FEBRUARY	MARCH
APRIL	MAY

Person(s) to contact if school is closed:

Name/Title: _____
Phone Number: _____
Name: _____
Phone Number: _____

SECTION C: Non-Delivery Times

Contract delivery hours are between 7:00 a.m. and 4:00 p.m. If you can accept deliveries **BEFORE** or **AFTER** these hours, please list them below:

Before: From _____ a.m. After: To _____ p.m.

Signature, Authorized School Representative

Date (mm/dd/yy)